

## Explanation of Analysis Sheets

1. Sheets 1 - 12 summarize the main contents of personnel file folders. The columns are arranged, from left to right in descending echelon order. On each line, a "1" is entered in the column of the highest echelon maintaining the record. If a lower echelon maintains a duplicate, a "2" is entered, a "3" indicates triplication, and so on.

It was found that some offices maintain these same materials in subject files (a pending file of forms 52, for example) so they are included. Materials in personnel file folders are indicated by red numbers, materials in subject files are indicated by blue numbers.

This brief survey has established the facts of specific duplication of selected basic forms. For other records, duplication by type has been established but a detailed analysis of forms was not undertaken.

2. Sheets 13 - 15 summarize the records maintained on staffing, pseudo/cripto cross references, training, skills locators and individual career plans. Descriptions of each heading follow:

- a. Staffing Records:

- (1) T/O List - Official: the official IBM list of T/O positions and incumbents prepared monthly by the Personnel Office and distributed to major agency components. Postings to this record are made from forms SF-50.
- (2) T/O List - Working: Any other list of positions and incumbents. These lists are frequently posted from forms SF-52.
- (3) T/O Card - OF4b: Form OF4b is a 5x8 individual card record containing a summary of official personnel actions, efficiency ratings and training. When used with the Position Identification Strip, SF-7d in a Kardex file and arranged in organizational order, it becomes a staffing record.
- (4) T/O Card - Other: Some components use other card forms, or blank cards, for a visible index staffing record.
- (5) Vacancy List: Some components maintain lists of vacancies.
- (6) Pending Returnee List: Similar to the above, is a list of field positions soon to be vacated by returnees. The scheduled date of return is usually shown.

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- (7) In-casual List: When a returnee arrives in Central Processing Branch, Office of Personnel, his name is placed on the monthly In-casual List. It is removed when his reassignment is authenticated by form SF-50.
- b. Pseudo/Cripto Files:
- (1) Pseudo Cross Reference: This is a dual card file cross-referencing true names and pseudonyms. Security regulations require that the cross-referencing technique include a key number, so that true names and pseudonyms are not maintained in the same file cabinet.
  - (2) Cripto Cross Reference: This is a dual card file similar to the pseudo file described above. True names and cryptonyms are cross referenced.
  - (3) Phone Information Record: Card records are maintained of unlisted telephone numbers, which are supplied by telephone to authorized personnel. Some information concerning agency personnel is placed on cards for use in answering outside credit inquiries, etc. The cards indicate how much information, if any, can be supplied.
- c. Training Records, Individual are maintained in the following ways:
- (1) In Personnel Folder
  - (2) On OF4b card, or some similar record card.
  - (3) In a book, or binder or folder containing only records of individual training.
  - (4) On a Skills Locator Record. (See definition in part e below.)
- d. Training Schedules refers to the records necessary to plan and schedule in-service training for the members of a component.
- e. Skills Locator Record refers to a record used to locate personnel of specific skills, qualifications and training. It frequently is set up for use with a mechanical selection device such as IBM, Key or E-Z Sort or colored tabs.
- f. Career Plan: A written plan of future training and assignments for an individual.

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Outline of Analysis Sheets: Personnel Records Survey

I. Main Contents of Personnel and Subject Files

A. Headquarters Staff Employees

1. DD/S
2. DD/I
3. DD/P

B. Hq. Records of Field Staff Employees

4. DD/S
5. DD/I
6. DD/P

C. Hq. Records of Field Staff Agents

7. DD/S
8. DD/I - None located in this survey.
9. DD/P

D. Hq. Records of Field Contract Personnel

10. DD/S
11. DD/I
12. DD/P

II. Other Major Personnel Records in Headquarters

13. DD/S
14. DD/I
15. DD/P

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Next 13 Page(s) In Document Exempt

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